

CalFresh Employment & Training County Plan Development Technical Assistance Session



April 17, 2018

How to Listen In

- This webinar will be held in “listen only” mode
- There are two ways to listen
 - Via Computer
 - Via Phone



How to Ask Questions

- Use the question box to ask your questions at any time throughout the presentation.
- At the end of the presentation, we will address as many questions as possible.
- We will follow-up on questions that we cannot get to during the allotted presentation time.

Today's Agenda

- Welcome and Introductions
- Materials Checklist
- Important Planning Reminders
- E&T County Plan Template Review
- E&T National Reporting Requirements In-Depth
- Plan Submission: SharePoint
- Questions

E&T 2019 Planning Cycle Launch



County Planning Materials Checklist

FFY 2019 County Plan Template Checklist

Please ensure receipt of all documents prior to beginning the planning process.

Templates	
E&T Plan Template	The E&T Plan template should be completed and submitted to CDSS along with the E&T budget template. Counties should upload a final version to their respective county folder in the SharePoint by June 15.
E&T Budget Template	The County E&T Plan budget sheet template should be completed and submitted to CDSS along with the County E&T Plan. Counties should upload a final version to their respective county folder in the SharePoint by June 15.
Quarterly Progress Report Template	The Quarterly Progress Report template will be completed and submitted to CDSS throughout the plan year. Counties should upload a final version to their respective county folder in the SharePoint each quarter.
Supporting Documents	
E&T Plan Instructions	Provides detailed instructions to assist counties in preparing their annual CalFresh E&T Plan.
National Outcome Metrics Reporting: Data Definitions, Data Validation Checklist and FAQs	Provides detailed instructions and definitions to complete annual submission of the national outcome metrics reporting data.

Important Planning Reminders

There are Three Ways to Offer E&T Services

Directly by the County

- A county may dedicate 100 percent funds and/or seek 50 percent reimbursement for the expense of offering E&T services directly.

Contracted Partner

- An organization that has contracted with the county to provide E&T services on behalf of the county. The contracted partner is paid by the county to provide services.

Third Party Partner

- An organization that has contracted with the county to provide E&T services on behalf of the county. A third-party partner dedicates their own non-federal funding to the provision of the E&T services



Important Planning Reminders

There are Three Types of E&T Funding

100% Federal Funds

50% Federal Reimbursement Funds

50% Federal Participant Reimbursement Funds



Important Planning Reminders

What's Allowable

Allowable costs include those that are reasonable, necessary and directly related to an individual's participation in E&T.



Important Planning Reminders

Think about Program Sustainability Now

Use 100% Funds Strategically

Consider a Minimal Hold Back

Maximize 50% Reimbursement



Important Planning Reminders

You Can Make Changes Mid-Year



Part I: County E&T Program Overview

Part I. County E&T Program Overview

A.	Program Summary
B.	Program Changes
C.	Workforce Development System
D.	Other Employment Programs
E.	Work Registration Screening Process
F.	Participant Reimbursements
G.	State and National Reporting Measures
H.	Fifty Percent Reimbursement Fund Source
I.	Disqualification Policy (if applicable)

Part II: County E&T Component Detail

Responsible Organization:

DHA or Contracted Partner



A.	Component Name
B.	Responsible Organization
C.	Component Description

Certificate Attainment:

Received a certificate,
diploma or credential



F.	Certificate Attainment
G.	Number of Participants Served

Part III: Summary of Third-Party Partner E&T Program & Component Detail

Program Description:

- E&T services offered
- Sequence of activities
- Tasks Performed

A.	Partner Name
B.	Program Description
C.	Target Populations

D.	Components
E.	Certificate Attainment
F.	Number of Participants Served
G.	Cost of Participant Reimbursements

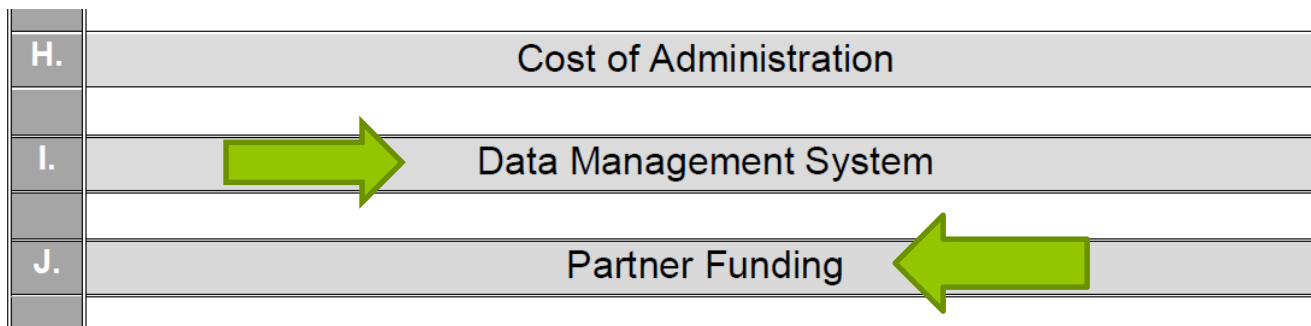
Components:

- Offered by third-party partner
- Sequence of activities

Part III: Summary of Third-Party Partner E&T Program & Component Detail

Data Management System

How will your third-party partner collect required E&T participant data?



Partner Funding

What non-federal funding sources will your third-party partner use to draw down federal 50% reimbursement?

Part III: Summary of Third-Party Partner E&T Program & Component Detail



How will partner performance be monitored?

K.	Monitoring
L.	Partner Agreement

Attach partner agreements



Part IV. Third Party Partner Totals

Part V. Third-Party Partner Totals		
<i>Please add total operating budget prior to adding the total cost by partner. The percentage of your total E&T budget will be calculated automatically.</i>		
Total Operating Budget		
Partner/Contract	Total Cost	% of E&T Operating Budget
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Automatically
calculates % of
E&T Budget

Part V: E&T Component Counts

Part V. E&T Component Counts				
Component	Monthly Participants	Monthly Participants Receiving Transportation Services	Monthly Participants Receiving Ancillary Services	Monthly Participants Receiving Dependent Care
Job Search				
Job Club				
Workfare				
Self-Initiated Workfare				
Work Experience				
Vocational Training				
Education				
WIOA				
Job Retention				
Totals	0	0	0	0



Part VI: Work Registrants, Deferrals, ABAWDs & E&T Participants

1	Work Registrant Population	
a.	Estimate the total number of work registrants countywide on October 1, 2018:	
b.	Estimate the total number of new work registrants countywide between October 1, 2018 and September 30, 2019:	
c.	Estimate the total number of work registrants countywide for FFY 2019 (a+b=c):	
d.	Describe the methodology used to prepare work registrant estimates above:	

2	Deferral Policy	
	Reason for Deferral (& number of work registrants deferred)	#
a.	Living in a federally determined work surplus area	
b.	Lacks dependent care	
c.	Lacks transportation to an E&T Program site	
d.	Lives an unreasonable distance from the E&T program site	
e.	Has a severe family crisis	
f.	Temporarily unemployed and expected to return to work within 60 days	
g.	Involved in legal difficulties	
h.	Has a temporary illness or disability	
i.	Under the age of 18 or 50 years of age or older	
j.	Living in a CalFresh household with a child under the age of 18 regardless of whether the child is receiving or is eligible to receive CalFresh benefits	
k.	Is pregnant	
l.	Is an honorably discharged United States veteran	
m.	Is a victim of domestic violence	
n.	Is an ABAWD subject to the time limit:	
o.	Other	
	Total number of anticipated deferred work registrants [add 1 through 14]	

3	ABAWD Subject to the Time Limit Population	
a.	Estimate the total number of ABAWDs subject to the time limit countywide on October 1, 2018:	
b.	Estimate the total number of new ABAWDs subject to the time limit countywide between October 1, 2018, and September 30, 2019:	
c.	Estimate the total number of ABAWDs subject to the time limit countywide for FFY 2019 (a+b=c):	
d.	Describe the methodology used to prepare the ABAWD subject to the time limit estimates above:	

4	E&T Participants	
1	Estimate the total number of mandatory E&T participants during FFY 2019:	
2	Estimate the total number of voluntary E&T participants during FFY 2019:	

Part VII. Operating Budget



Part VII. OPERATING BUDGET

County Cost should include contracted partners and third party providers.

Federal Cost should include the 100% grant and matching costs.

All subtotals and totals will populate automatically

Type of Expenditure		County	Federal	TOTAL
A	Direct Costs			
1	Salary/Wages			0
3	Fringe Benefits* Approved Fringe Benefit Rate Used: %			0
4	Contractual Costs			0
5	Non-capital Equipment and Supplies			0
6	Materials			0
a.	Travel			0
b.	Building/Space			0
7	Equipment & Other Capital Expenditures			0
TOTAL DIRECT COSTS				0
B	Indirect Costs			
1	Indirect Costs (third-party partner) %			0
C	In-Kind Contribution			
1	County In-Kind Contribution			0
D	Participant Reimbursement			
1	Dependent Care			0
2	Transportation			0
3	Ancillary Costs			0
Total Admin Costs				0
Total Program Costs				0
GRAND TOTAL		0	0	0

*Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV of Uniform Guidance, 2CFR Part 200.

1. Indirect Cost Rate (percent):

2. Name of Cognizant Agency:

A Note on Direct vs. Indirect

Direct Costs

- Staff Salaries
- Staff Benefits
- Participant Training costs
- Equipment, Supplies, etc.
- Program Development

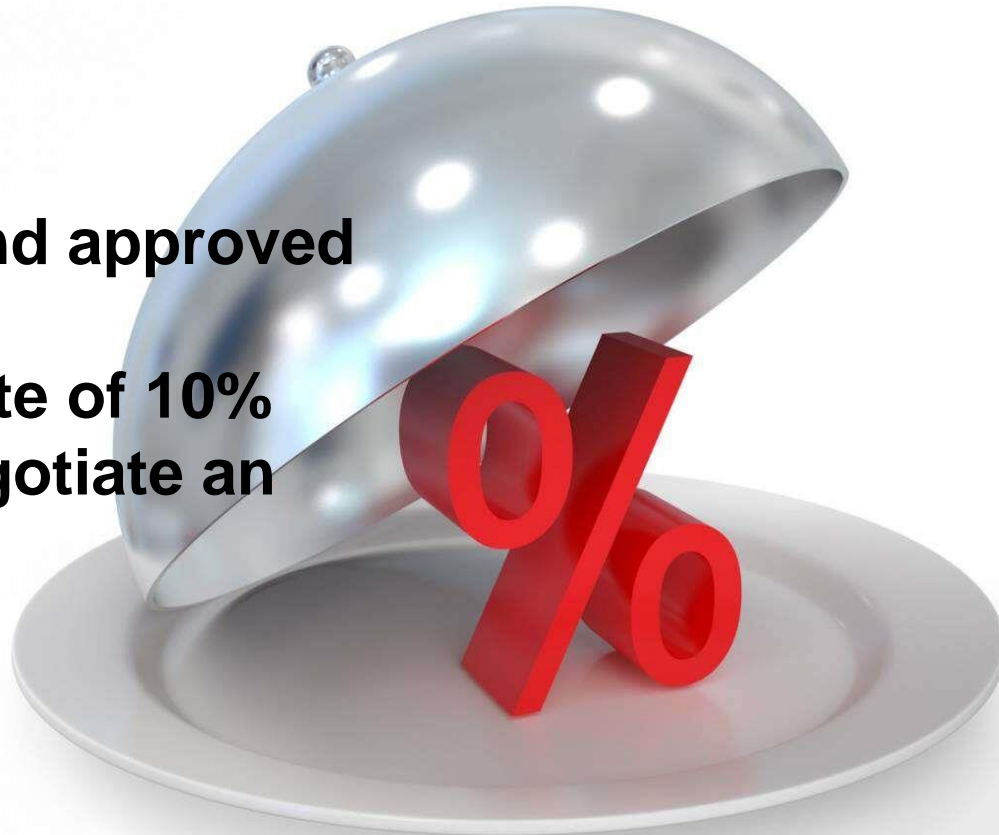
Indirect Costs

- Utilities
- Rent/Lease
- Equipment/Materials used for more than one program



Indirect Cost Rates (ICRs)

- A negotiated and approved ICR
- De Minimus Rate of 10%
- County can negotiate an ICR



Part VIII. Budget Narrative and Justification

Complete in **Narrative Format**

- Providing detail for each section
- Using dollar amounts from the corresponding section of the operating budget

**What's
Your
Story?**

On your
Budget

Part VII. BUDGET NARRATIVE AND JUSTIFICATION				
BUDGET LINE ITEM A. 1-3: Staff Salary and Fringe Benefits				
List job titles of staff working on project	Salaries	Fringe Benefits	FTEs %	Total Requested
Staff Subtotals	0	0	0	0
BUDGET LINE #	EXPENSE ITEM	NARRATIVE DETAIL		Total Requested
A				
4	Staff Travel			
5	Operating Expenses (Communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)			
BUDGET LINE #	EXPENSE ITEM	NARRATIVE DETAIL		Total Requested
6	Furniture and Equipment			
a	Small Purchase (unit cost of under \$5,000)			
b	Equipment Purchase (unit cost of \$5,000 or more)			
9	Contractual Services			
B				
1	Indirect Costs			
C				
1	County In-Kind			
D				
1	Dependent Care Costs			
2	Transportation Costs			
3	Ancillary Costs			
Total Cost				

Part IX. Summary of E&T Budget



50/50 Reimbursement Funds		
A	50 Percent Federal	
B	50 Percent County	
C	Subtotal for 50/50 Reimbursement Funds	0
Participant Reimbursement for Dependent Care		
A	50 Percent Federal	
B	50 Percent County	
C	Subtotal for Dependent Care	0
Participant Reimbursement for Transportation Services		
A	50 Percent Federal	
B	50 Percent County	
C	Subtotal for Transportation Services	0
Participant Reimbursement for Ancillary Services		
A	50 Percent Federal	
B	50 Percent County	
C	Subtotal for Ancillary Services	0
Grand Total of Planned Cost		0

Part X: E&T Reporting Requirements

Quarterly Progress Report

FFY 2019 CalFresh E&T Quarterly Progress Report					
Instructions: Please complete the quarterly progress report in its entirety and provide as thorough a response as possible for each question. Completed reports should be uploaded to the CalFresh E&T SharePoint site no later than the date listed below for each corresponding quarter.					
County:					
Contact Name:			Email Address:		
Submit Date:			Reporting Period:		
Reporting Period:	Due Date:				
Q1	OCT 1-DEC 31	1/31/19			
Q2	JAN 1-MAR 31	4/30/19			
Q3	APR 1-JUN 30	7/31/19			
Q4	JUL 1-SEP 30	10/31/19			
Quarterly Estimated Expenditures & Participant Count					
Expended 100% Funds	Expended 50% Reimbursement Funds	Expended Participant Reimbursement Funds:	Expended Participant Reimbursement Funds: Reimbursement Source	Expended Participant Reimbursement Funds: Auxiliary	Participants Served
Please describe any unforeseen challenges and/or barriers encountered this quarter.					
Please highlight any best practices, promising new strategies, and success stories this quarter					
Is program on track to meet program goals for the year? Please describe					
Are partners committed and engaged? Please describe					

- Strengthens County/State technical assistance relationship
- Supports a timely flow of information
- Provides timely information on local successes and achievements



E&T National Outcome Metrics Report



DATA



KNOWLEDGE



ACTION

National Reporting Measures

- Unsubsidized employment in 2nd and 4th quarter after completion of participation in the E&T program
- Median quarterly wages in 2nd quarter after completion of participation in E&T
- Completion of an educational, training, work experience, or an on-the-job training component
- Disaggregated characteristics



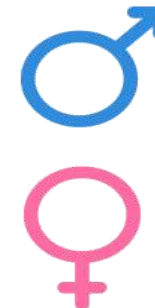
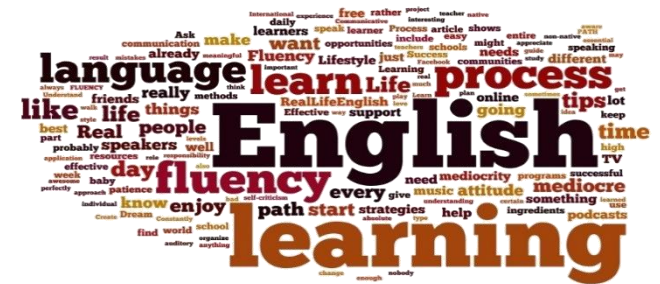
Participant Characteristics



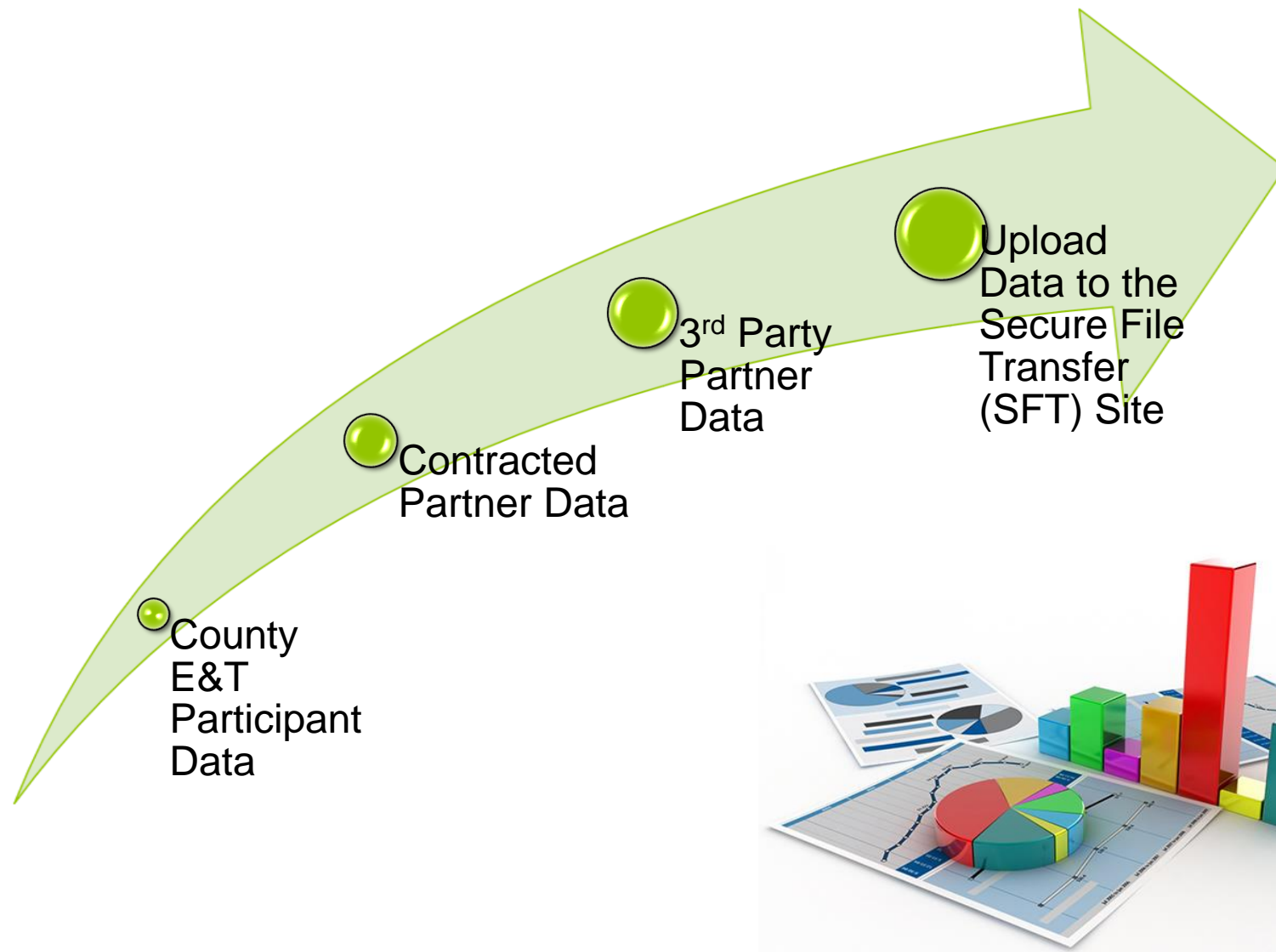
20 to 30



60 and older



Annual Report Data Submission Process



Required Data Elements

SSN	County Indicator	Date of Birth
Male or Female	E&T Component	Component Start Date
Component End Date	Completion of Participation	ABAWD Status
HSD or GED Prior to E&T Services	ESL	Voluntary Status

The “component end date” and “completion of participation” dates are both critical data points for accurate completion of the National Outcome Metric Report.

Eligible Components

Job Search	Job Search Training	Workfare
Work Experience/Internships	Education (ESL, Adult Ed, CTE, Vocational Training, Work Readiness etc.)	Self Employment Training
Apprenticeship/Pre-Apprenticeship	On the Job Training	Job Retention

Note, orientation/assessment is not an E&T component. However, individuals who attend orientation/assessment should be captured even if they do not begin an additional E&T component.

Report Format

- List each SSN with the E&T component the individual completed

SSN	County of Service	DOB	Male or Female	E&T Component Type
123456789	19	10/27/1970	M	Vocational Training
123456789	19	10/27/1970	M	OJT

- Verify SSNs are 9 digits, without dashes and spaces

SSN
123456789
123456789

- Ensure the Date of Birth is in the format MM/DD/YYYY

DOB
10/27/1970
10/27/1970

- Verify component names are from the list above

Data Validation

- Verify “Start Date” and “Component End Date” for each component.
- Verify “Completion of Participation” date.
- Use the “90 Day Look Back” rule to determine completion of participation in E&T.

Component Start & End Date

Example #1:

- Bob starts a “Job Search” component on 3/1/2018.
- Bob ends the “Job Search” component on 4/1/2018.

Annual Report Template

SSN	County	DOB	M or F	Component Type	Component Start Date	Component End Date
123456789	Sacramento	4/18/1984	M	Job Search	3/1/2018	4/1/2018

Completion of Participation Date

Example #2:

- Bob starts a “Job Search” component on 3/1/2018.
- Bob ends the “Job Search” component on 4/1/2018.
- Bob starts “Vocational Training” component on 4/15/2018.
- Bob ends the “Vocational Training component” on 6/20/2018.
- Bob does not receive any services after 6/20/2018.

Annual Report Template

Component Type	Component Start Date	Component End Date	Completion of Participation Date
Job Search	3/1/2018	4/1/2018	
Vocational Training	4/15/2018	6/20/2018	If Bob does not receive any services for 90 days, his date of completion is 6/20/2018.

90 Day Look Back Rule

Example #3:

- David starts a “Job Search” component on 3/1/2018.
- David stops participating in job search on 3/25/2018
- David does not receive any services for 90 days.
- David’s date of completion will be 3/25/2018.

Annual Report Template

Component Type	Component Start Date	Component End Date	Completion of Participation Date
Job Search	3/1/2018	Incomplete	Bob did not receive any services for 90 days, therefore, Bob’s date of completion will be 3/5/2018.

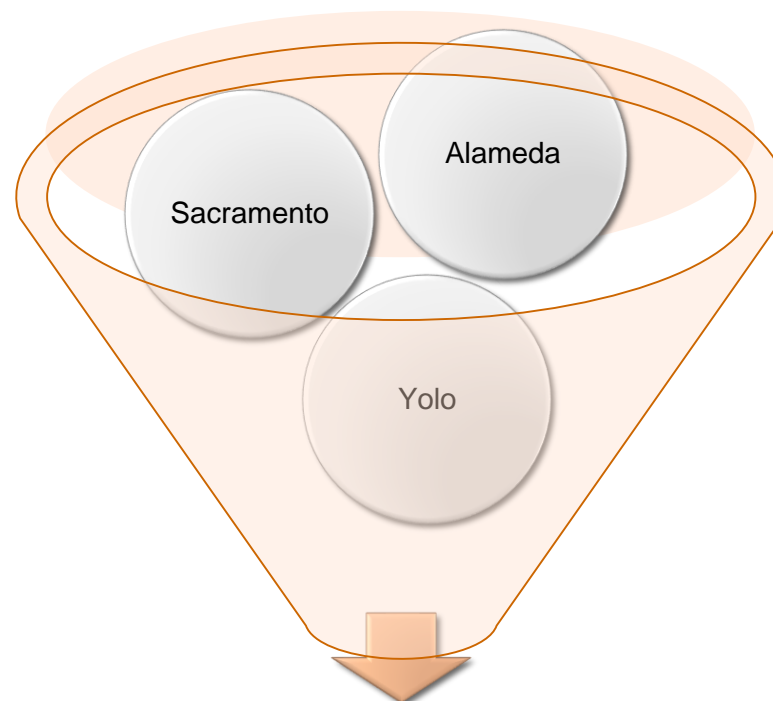
Important Reminders!



- Report on all participants who participated in E&T from **October 1, 2017 to September 30, 2018.**
- To meet the reporting deadline of January 1, 2019 counties must upload E&T participant data by **October 31, 2018.**
- Please do not upload E&T participant data to the SharePoint site. All participant data must be uploaded to SFT site.
- If you do not have access to the Secure File Transfer Site (SFT), please email Haris at **haris.ahmed@dss.ca.gov.**

FFY 2019 Planning Timeline

Key Dates	
May 7th	Final date for new counties to declare intent to participate for FFY 2019
June 15, 2018	County CalFresh E&T Plans Due to CDSS
August 15, 2018	State CalFresh E&T Plan Due to FNS



County Plans



SharePoint

- CDSS created a tab for each county to submit their:
 - Federal Fiscal Year 2019 E&T county plans
 - Partner Proposal
 - Memorandum of Understanding
- If you already have access to SharePoint, you do not need to create a new account.
- If you do not have access, you should have received an invitation from SharePoint on setting up an account.

Questions

Thank You!



- Contact Information

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